



REPLY TO
ATTENTION OF



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5000

Policy Memo 03-2

ATZR-Y (690-600)

9 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO)

1. Policy. I am firmly committed to the Army's policy of ensuring equal employment opportunity for all employees and applicants for employment. Commanders and directors will make all decisions and actions affecting civilian employees and applicants for employment at Fort Sill merit-based and free of discrimination.
2. Procedures. The following procedures are IAW 29 CFR 1614 and AR 690-600.
 - a. Complainant will file an EEO complaint within 45 days of the alleged discriminatory action. Complaints proceeding through the traditional process will be counseled and completed within 30 days. At the end of 30 days, complainant will be issued a Notice of Right to File a formal complaint.
 - b. Alternative Dispute Resolution (ADR) is voluntary for the employee, mandatory for supervisors/managers and will be offered at the time employee files a complaint. Complaint utilizing ADR will be completed within 90 days with a signed mediation agreement if successful. If unsuccessful, a Notice of Right to File a formal complaint will be issued to the complainant.
3. Post this policy memorandum to the permanent section of official bulletin boards.
4. This memorandum supersedes CG Policy Memorandum 02-2, ATZR-PCO, 23 May 2002, subject: Equal Opportunity and Equal Employment Opportunity.

/signed/
DAVID P. VALCOURT
Brigadier General, USA
Commanding

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